

## RENTAL PROPERTY LICENSE CHECKLIST

### FINANCE AND ADMINISTRATION SERVICES

This checklist is designed to aid both the Applicant and the City in the completion and processing of the business license application for rental property. Completed application and all required documentation may be submitted in person or by mail, email, or fax [(251) 968-1470].

All business licenses expire December 31<sup>st</sup>. Renewals are due January 1<sup>st</sup> and are delinquent after January 31<sup>st</sup>. (Insurance company licenses are delinquent after March 1<sup>st</sup>.)

#### Completion of application:

- ☐ Completed business license application (separate application per business location)
  - Application must be typed or printed
  - Signed by owner, partner, or business officer (unless submitted electronically)
- ☐ Required documentation:
  - Copy of driver's license
  - Copy of lease agreement for long term rentals only

#### Processing of application:

- ☐ Physically located in Gulf Shores:
  - Revenue: reviews application and required documentation for completeness
  - Planning & Zoning: reviews for zoning compliance
  - Fire Marshal: performs safety inspection (if applicable)
  - Revenue: collects payment and issues certificate

#### Additional Information

- ☐ Safety Inspections are required every 3 years. Contact the Building Department at (251) 968-1142 for questions or to schedule a safety inspection. Attached is a checklist regarding the safety inspection.
- ☐ Lodging Taxes: 13% for City Limits or 8.5% Police Jurisdiction (4% State + 2% Baldwin County + 7% City of Gulf Shores or 3.5% Police Jurisdiction)
  - Monthly gross revenue including rental, parking, and cleaning fees
  - Due by the 20<sup>th</sup> of the month regardless of the amount of income
  - Management Company may remit payment on your behalf.
  - Self-remitter of lodging taxes:
    - Register with My Alabama Taxes ([www.myalabamataxes.alabama.gov](http://www.myalabamataxes.alabama.gov)) for local and lodging tax account numbers.
    - Setup profile and add Gulf Shores to local tax account id
    - File and remit required lodging tax